

READVERTISEMENT

***Note Extended Closing Date**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

February 21, 2008

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TITLE:	Public Health Nurse Consultant
POSITION NO:	00801
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MNA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$39,520 - \$44,740 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, March 6, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A valid RN license to practice in Montana is required and can be submitted up to time of interview.

TYPICAL DUTIES: This position is responsible for developing and administering public health service programs to improve and protect the health of Montanans and to ensure compliance with state and federal regulations; coordinating outreach, training, and related functions to support ongoing program operations and activities; administering grant-funded local health programs at locations throughout the state; providing nursing consultation and care as needed to carry out program objectives; planning and developing statewide program for public health promotion and disease prevention; developing policy recommendations, legislative proposals, and administrative proposals; conducting regular reviews of public health care programs and services; acting as a resource for nursing and primary care personnel, schools, the public health community, and the department; assisting local Fetal, Infant and Child Mortality Review (FICMR) teams in translating their findings into prevention initiatives

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at the community level; coordinating maternal mortality review process activities; coordinating statewide Sudden Infant Death Syndrome (SIDS) and Sudden Unexplained Infant Death prevention efforts; and performing related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the concepts of public health principles and concepts; public health services in the areas of maternal and child health; operations, services, and activities of the assigned program; principles, procedures, methods, and treatments related to the assigned program; and pertinent federal/state/local laws, codes and regulations related to the assigned program.

Skills: Skill in preparing and conducting community awareness classes and seminars; following complex verbal and written instructions; maintaining professional practices in high stress situations; and using a computer and typical business applications.

Abilities: Ability to align behavior with the needs and goals of the organization and provide a visible role model for others; communicate effectively to ensure that communication occurs at all organizational levels; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree with major coursework in nursing **AND** three years of public health nursing experience **OR** Master's degree in public health, epidemiology, nursing, or related field. A valid RN license is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our**

office after the closing date to or : HUMAN RESOURCES, PO
Box 4210, Helena MT 59604;

4. A valid RN license to practice in Montana is required and can be submitted up to time of interview; and
5. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Public Health Nurse Consultant
Position: #00801
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Briefly describe any past experience you have had working in public health programs in the field of maternal child health at the state or local level.